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Approved For Release 2001/09/03 : CIA-RDP78-05941A000100040065-8

7 SEP 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 September 1971

25X1A 1. Briefing of Personnel Representative of National Security Agency:

On 30 August, [REDACTED] of NSA Personnel, visited Officers of the Retirement Affairs Division for a pre-arranged briefing on our retirement services program. [REDACTED] said that NSA officials are convinced that more services should be provided their prospective retirees, and that in inquiring as to what other Government agencies were doing in this respect, they heard that our Agency had an excellent program. [REDACTED] spent two hours at Retirement Affairs Division during which time he was briefed on our activities and the philosophy behind them. [REDACTED] is most interested in attending our forthcoming Seminar as an observer; this makes three such requests to date from other Government agencies.

25X1A 2. Voluntary Investment Plan: A dividend of 12 cents per share was paid on 27 August to Everest Fund shareholders of record as of 9 August 1971. VIP holdings in the Everest Fund as of the record date amounted to 3752.349 shares. The fourth purchase of Everest shares by VIP on 6 August (2,092 shares) was not included in the dividend because settlement date (13 August) did not occur until after the record date. We have asked the Office of General Counsel to confirm that this is a normal investment industry procedure. Our own preliminary inquiries indicate that it is. The dividend totaling \$450.28 was reinvested on 27 August at a bid price (plus commission) of \$13.22 which resulted in a purchase of 34.061 shares. We questioned our DIA representative, [REDACTED] about the commission charge on the reinvestment which we previously had

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25X1A been verbally advised would not apply. He stated that we had been misinformed and that the charge is clearly stipulated in the Letter of Intent. We have also referred this matter to the Office of General Counsel [REDACTED] for review.

3. Position Classification: A detailed review is being made of those occupational and staffing changes over the past three years which have had the effect of increasing average grades in the Directorates.



25X1A
W/s/Harry B. Fisher
Harry B. Fisher
Director of Personnel

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 27 August 1971

1. VIP: During the first two months of VIP operations five purchases have been made, three from vouchered funds only and two from combined vouchered and confidential funds. The VIP trust account now owns 16,518 shares of Fidelity Capital Fund and 7,013 shares of Everest Fund. Net asset value of VIP's holdings, computed on the basis of the bid price at the closing of the market on 25 August, is \$298,115.00. Of this total, \$207,466.00 represents Fidelity Capital share value and \$91,499.00 represents Everest share value.

2. Position Classification:

a. An effort is being made to document all positions in the Imagery Exploitation Group at NPIC in order that they can be used for comparison purposes when the DIA classification survey of DIA positions in NPIC is undertaken. This survey was originally scheduled for September but has been deferred pending DIA identification of positions to be reduced in the five percent ceiling cut.

b. A meeting was held with Office of Communications operating officials to advise them on grade structure and organization in regard to the redistribution and realignment of positions and ceilings between various foreign field stations in Southeast Asia. Also, a meeting was held with Chief, Special Programs Division to establish grade patterns for proposed changes in foreign field COMINT stations.

c. Revisions are being made in Staffing Complement procedures, position identification coding, etc., to adapt the reporting system to the Human

Resources System. The Occupational Code Book is being revised to correct abbreviations and other details including the incorporation of military titles and codes.

3. Recruitment: We have received a total of 175 replies to our ad for OGP System Engineers.

Harry B. Fisher
Director of Personnel

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